

## **1030 COMMENDATIONS AND AWARDS**

### **1030.1 PURPOSE AND SCOPE**

Special recognition may be in order whenever an employee performs his/her duties in an exemplary manner. Citizens may at times perform a meritorious act that deserves recognition. This procedure provides general guidelines for commending exceptional employee performance or the meritorious acts of citizens.

### **1030.2 WHO MAY MAKE COMMENDATIONS**

A written commendation may be made by any supervisor regarding any other employee of the Department, provided the reporting person is superior in rank or is the person in charge of the individual being commended. Any employee may recommend a commendation to the supervisor of another employee.

A written recommendation for commendation may also be made by a member of the public regarding any department employee.

Written recommendations for a citizen's meritorious or commendable acts may be made by any member of this department or any member of the public.

### **1030.3 MERITORIOUS OR COMMENDABLE ACTIONS**

#### **1030.3.1 MERITORIOUS OR COMMENDABLE ACTS BY EMPLOYEES**

A meritorious or commendable act by an employee of this department may include, but is not limited to, the following:

1. Superior handling of a difficult situation
2. Conspicuous bravery or outstanding performance
3. Any action or performance that is above and beyond the typical duties of an employee

#### **1030.3.2 COMMENDATION INCIDENT REPORT FORM**

The commendation incident report form shall be used to document the meritorious or commendable act of the employee and shall contain the following:

1. Employee name, bureau and assignment at the date and time of the commendation
2. A brief account of the commendable action with report numbers, as appropriate
3. Signature of the commending supervisor

Completed report forms should be forwarded to the appropriate Bureau Commander for review. If accepted, the Bureau Commander shall sign and present the award or forward the report form to the Employee Recognition Committee, as appropriate.

The Employee Recognition Committee will meet as needed to review commendation incident report forms. The Employee Recognition Committee shall submit each report form along with their recommendation to the Deputy Chief of Police and Chief of Police for review.

Commendation incident report forms shall be routed according to recommended award as follows:

- Medal of Honor shall go to the Chief of Police
- Medal of Valor shall go to the Chief of Police
- Purple Heart shall go to the Chief of Police
- Meritorious Service Ribbon shall go to the Chief of Police
- Life Saving Award Shall go to the Chief of Police
- Distinguished Service Ribbon shall go to the Bureau Commander
- Commendable Performance Ribbons shall go to the Bureau Commander

### **1030.3.3 MERITORIOUS ACTS BY CITIZENS DOCUMENTATION**

Meritorious acts performed by citizens and documented by members of this department should be documented on a commendation incident report under the same process for employees, with areas for inapplicable information left blank. Adequate information to identify the persons performing the meritorious act should be included on the form.

Any documentation in any form from the public identifying meritorious conduct of a citizen should be accepted by any employee and forwarded to the receiving employee's Bureau Commander. Attempts to obtain detailed information regarding the matter and the person performing the meritorious act and the person submitting the document should be attempted by the employee, with additional details documented as appropriate.

### **1030.4 AWARDS**

Awards may be bestowed upon employees and members of the public. These awards and their respective criteria are as follows:

1. Medal of Honor

- a. Awarded for conspicuous distinction through gallantry and extraordinary heroism in excess of normal demands and of such a nature that the person was fully aware of imminent threat to personal safety and acted above and beyond the call of duty at imminent risk of the person's life. May also be awarded to immediate survivor of eligible person killed in line of duty in manner that does not bring infamy, discredit, or ridicule to the Department. "Line of duty" death includes: while in the course of assigned tasks on duty and in the legitimate performance of office, the person dies violently at the hands of another person; while off duty but performing a legitimate police function, the person dies violently at the hands of another person; in other cases when determined by the Employee Recognition Committee that the deceased person was performing a legitimate police function in accordance with rules and regulations and standard operating procedures of the Department.

2. Medal of Valor

- a. Awarded for exceptional bravery at great risk of life or serious bodily injury, where recipient demonstrated exceptional courage by performing a course of action in an extremely dangerous situation.

3. Purple Heart

- a. Awarded for being wounded in action. Injury must require immediate medical attention and be of a severe nature more than normal injuries sustained in some difficult arrest situations. Injury must occur during performance of duty. Limited to injuries sustained as follows: wounded by firearm; wounded as result of assault by knife or other sharp instrument; physical assault that results in the person sustaining severe injury (such as broken bones, open wounds, or injuries that prevent return to duty for a period of time) or being hospitalized for more than mere observation as a direct result of the injuries sustained; second degree burns or worse from fire, explosion or chemical burn; serious injury resulting in broken bones and/or hospitalization as a result of a motor vehicle accident or an assault on the person with a motor vehicle; contracting a life threatening disease in the performance of one's duties; death or disability that reduces the ability to perform the physical aspects of the job and occurs as a result of any job-related injury. This award may not be given if the injury is the result of the person's negligence.
- b. This is the only award that may be given in conjunction with another award.

4. Meritorious Service Ribbon

- a. Awarded for persons who engage in a heroic or meritorious deed involving a degree of danger or bravery below the level of the criteria for Medal of Valor but greatly exceeds standard expectations of persons in the same assignment.

## 5. Life-Saving Ribbon

- a. Awarded for saving of a human life. "Saving of life" is removal of a person from a place or situation where death would be imminent if the victim were not immediately removed, or the administration of CPR, Heimlich Maneuver, stopping the free flow of blood, or performing a specific physical act without which death would be imminent. The act must constitute more than mere delay of resulting death. The victim must survive the threat to life.

## 6. Distinguished Service Ribbon

- a. Awarded for consistent unselfish and significant contributions to the Department by those whose superior performance and attention to duty has placed them well above other Department members; -or-
- b. for outstanding contributions to law enforcement in general and to those who have contributed to a high degree to the success of a difficult Department project over any period of time; -or-
- c. for performance in administration, organization or investigation, to include policies, procedures, programs, investigations or any non-field related performance that clearly exceeds standard expectations of employees in the same assignment and substantially benefits the City, Department or a unit, or significantly improves safety, efficiency or effectiveness of any unit; -or-
- d. for outstanding performance of duties under complicated or hazardous conditions which greatly exceed standard expectations of employees in the same assignment over any period of time.

## 7. Commendable Performance Ribbon

- a. Awarded for displaying highly professional conduct or performance above expectations of persons in the same assignment.

### **1030.4.1 EMPLOYEE OF THE YEAR AWARDS**

Outstanding employee performance by an individual will be recognized on an annual basis in the following categories:

- Supervisor of the Year
- Molly Suzanne Thomas Bowden Officer of the Year
- Rookie of the Year
- Civilian of the Year

#### Award Criteria

1. Supervisor of the Year

- a. Awarded to any supervisory sworn employee who has completed the probationary/qualifying time for their current rank and who has contributed to the police profession in an outstanding and exemplary manner for the preceding year.

2. Molly Suzanne Thomas Bowden Officer of the Year

- a. Awarded to any non-supervisory sworn employee who has served out of field training at least 18 months and who has contributed to the police profession in an outstanding and exemplary manner for the preceding year.

3. Rookie of the Year

- a. Awarded to any non-supervisory sworn employee who has served out of field training at least 1 month but no more than 18 months and who has demonstrated exemplary conduct and excellence in performance of duties.

4. Civilian of the Year

- a. Awarded for exemplary performance of duties by a civilian employee who has at least 12 months service with the Department.

Nominations may be submitted to the Employee Recognition Committee by any employee during a time period specified each year. Consideration will be limited to performance/characteristics demonstrated between January 1 and December 31 of the listed year.

The Employee Recognition Committee shall review each nomination and determine one recipient for each category listed. The selections shall be submitted to the Deputy Chief of Police and Chief of Police for approval.